

STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE
QUARTERLY MEETING – July 19, 2012
Illinois State University

Chair Julie Benedict called the meeting to order. Roll call was taken, and a quorum was present.

Present: Mike Aper, Maureen Bendoraitis, Julie Benedict, Michael Diiacova, Gary Fry, Dena Gary, Darlene Kendall, Kim Kirchner, Paul Kruszynski, Rick Marr, Cris Milliken, LaTania Milner, Vicki Nelson, Michael Pulley, Denise Rothenbach, David Ryan, Peter Skrypkun, Andy Small, and Glenn Warfield

Absent: Larry Curtis – later joined the meeting

Seating of New Members

Michael Diiacova, UIC, Dena Gary, UIUC, and Michael Pulley, SIUE were seated as new members. Together the committee read the charge and obligation.

Welcome

Rick Marr welcomed the committee to the ISU campus. A tour of the campus will begin Friday at 8:00 a.m. for those interested. A SUAA member and ISU Civil Service staff council members observed the meeting.

Minutes

Cris Milliken motioned and Maureen Bendoraitis seconded to approve the minutes from the April, 2012 meeting. A roll call vote was taken.

Mike Aper	Aye		Darlene Kendall	Aye		Michael Pulley	Abstain
Maureen Bendoraitis	Aye		Kim Kirchner	Aye		Denise Rothenbach	Aye
Julie Benedict	Aye		Paul Kruszynski	Aye		David Ryan	Aye
Larry Curtis	Absent		Rick Marr	Aye		Peter Skrypkun	Aye
Michael Diiacova	Abstain		Cris Milliken	Aye		Andy Small	Aye
Gary Fry	Aye		LaTania Milner	Aye		Glenn Warfield	Aye
Dena Gary	Abstain		Vicki Nelson	Aye			

Motion passed. Minutes Approved.

Review of Correspondence – none

Public Comments – none

Report of Chair – Julie Benedict

Chair Benedict gave the EAC report at the 5/16/2012 Merit Board Meeting.

EIU has hired a new HR Director, Dr. Richard Enyard.

Additional communication had occurred with Maureen Parks, U of I Executive Director and Associate Vice President for Human Resources, regarding the future meeting between EAC and the HR Directors. Chair Benedict encouraged members to reach out to their respective campus HR departments. A request was made for agenda topics at the HR Directors and EAC meeting. Maureen Bendoraitis informed the committee that due to committee member Linda Wense's retirement her position on the executive committee needed to be filled. Chair Benedict suggested this subject be tabled and added to the next meeting's agenda.

Report of Executive Director – Tom Morelock

- a. Update on proposed rule revisions** - The Merit Board needs to decide to proceed or withdraw the request for Rule Change 250.30 regarding Principle Administrative Appointment exemptions. This is not an action item on the next meeting's agenda. Director Morelock thanked those members who had submitted letters to JCAR in support of the rule change to give exemption decision authority to the Systems Office. JCAR has asked for more detail.

A meeting to discuss PAA exemptions was held at the U of I between SUCSS and the Academic Professionals Advisory Committee, APAC. The employment process was also discussed. The APAC members expressed concern that the rule change would delay the employment process and employment decisions would be made by SUCSS and not the university. Director Morelock explained this would not be the case. The director stated the majority of exemption problems are results of poor job descriptions. Mr. Morelock stated the meeting resulted in a good exchange with the possibility of modifying the rule change.

Mr. Morelock reported that PAA exemptions are still audit findings. Denise Rothenbach commented that the effect of conversions has not changed at UIS. Academic positions are perceived as higher status positions. Abby Daniels, systems office legal counsel, commented one of the areas in question is seniority. Civil Service positions gain seniority but PAA appointments do not. Questions arise when a conversion occurs.

Andy Small asked what repercussions occur when there are audit findings. Director Morelock explained that there is no rule that SUCSS can do more than audit. The Merit Board has the authority.

Abby Daniels also thanked the committee for comments submitted to JCAR. Ms. Daniels expressed concern that a consensus can be reached. She expressed the need to educate others. Ms. Daniels, when asked, explained that JCAR is the acronym for the Joint Committee on Administrative Rules. It is composed of 12 appointed legislators from both parties and both houses of the general assembly.

Gary Fry brought to the new members' attention a list of acronyms is located in the EAC manual.

The director's report was suspended with the arrival of Larry Curtis, SURS representative.

SURS Report – Larry Curtis

Mr. Curtis reported there were 924 retirement applications in June and 1,466 in July resulting in 2,390 new members in two months. SURS is turning around applications in 15 days.

July 1, 2012 a new outreach office opened in Naperville accepting only scheduled appointments with no walk ins.

\$1.4 billion been approved for the budget. Assets = \$14 billion. 78% funding FY 12 \$840 million

SB 1313 – regarding signing into law no longer free health care for retirees. Fees have not been set but will likely depend upon income and service years. Change was made in 1997 to change service years from 5 to 20 for free premiums. HB 4996 - regarding annuitants returning to work is to take effect 08/01/2013. Annuitants will be become “affected” after they have worked 18 weeks over X amount of years and earned 40% of their highest pay. As a result, the university must then pay the annuities. This does not apply to self managed plan participants or those paid from non-state funds. Mr. Curtis sees it taking longer than a year to set up the program. A data base needs to be created to track employees. The word needs to get out to 180,000 members, 60% who do not have internet. Seminars will need to be given across the state like in 1997-98 when the three retirement plans came into being. Plus the process could get tied up in the courts.

Report of the Director Continued - Tom Morelock

- b. Demonstration Project** – In regards to the rule of three analyses, the Demonstration Project’s goals are to increase and diversify the applicant pool. Six custom classes that are not involved in collective bargaining have been chosen. The choice was given to universities to participate in the three year long program. The registers will remain the same. Exams are credential assessments. Candidates with the top three scores are referred for interviews not just at least three candidates with the top score.

Rick Marr expressed concern with new process and the number of interviewees. Michael Pulley expressed his experience with the program resulted in a level of better employees. Andy Small expressed that there have always been problems with both large and small applicant pools.

Gary Fry asked Cindy Neitzel from SUCSS how the specialty factor is audited. The custom classes are going to E-test with the specialty factors being tracked.

- c. Exam Compromise** – The Agriculture Research Technician exam was compromised resulting in an investigation conducted by SUCSS and Inspector General Police. An arrest resulted with restitution to be paid for the cost of redoing the exam.

UIUC is to tighten security for testing.

New answer sheets with confidentiality statements notifying applicants cheating is against the law and will result in prosecution are being distributed to test sites.

- d. Staffing and Budget Update** – FY13 budget is the same as FY12. Three possible retirements and one layoff may result in extra help and or professional new hires.

- e. Class Plan Update – Jeff Brownfield**

Administrative Aid and Administrative Assistant pre-tests have been done and are going through analysis. Animal Caregiver series is in pre-testing phase. A DCFS change will result in child development title changes. Cooks and Food Service Workers are providing feedback. Financial Aid Advisor is in pre-test stage.

Medical Insurance and Medical Office classes are being combined. Pipefitters and Refrigeration Mechanics are being pre-tested. A large group of old classes is being analyzed.

Jeff explained the term CJASI as a job survey where subject matter is researched and investigated.

Campuses decide which classifications to use. A class plan change does not change collective bargaining. Position must have job description with FLSA exemption. Class specification does not determine if exempt or not. The prevailing rate with crafts and trades is equal pay for equal work. It is union protected and determined by county or state.

f. Audit Update – Cindy Neitzel

FY13 memo and schedule will be posted on the SUCSS website.

FY11 UIUC final pending

FY12 SIUC final, WIU final, SIUE draft, Gov. State draft, ISU, SIU SOM, SURS, & College of Medicine, Rockford are upcoming.

g. Legal Update – Abby Daniels

A new rule and procedure is in place for examination records retention from two months to five years. The archives are not familiar with electronic records.

Abby explained the Open Meetings Act training requirement to new members.

Rettig case from NIU went to court and Mr. Rettig will not be getting his job back. Case took four years. A discharge from SIUC will be on Merit Board agenda. Hearings take two weeks to process. Recent requests that hope to make the August Merit Board Meeting are ISU – no driver's license, UIUC – theft, UIC – absenteeism. The number of hearing requests has not changed much. SUCSS receives many questions and must stay within civil service guidelines.

End of Director's Report.

Discussion Item -Chair Benedict explained that it had been brought to her attention that Linda Brookhart, President of SUAA, State Universities Annuitant Association, had asked to speak at tomorrow's meeting. The by-laws state participation in a meeting must be requested 14 days in advance. Julie asked if there were any objections to an exception. After discussion Andy Small motioned to permit Ms. Brookhart to speak. Peter Skrypkun seconded the motion. Motion carried.

Elections - EAC member elections to be held in October are EIU (Julie Benedict), Governor's State (Maureen Bendoraitis), UIC (David Ryan), and Gary Fry (UIUC).

Dave Ryan motioned to adjourn. LaTania Milner seconded.

Motion carried. Meeting adjourned.

STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE
QUARTERLY MEETING – July 20, 2012
Illinois State University

Chair Julie Benedict called the meeting to order. Roll call was taken, and a quorum was present.

Present: Mike Aper, Maureen Bendoraitis, Julie Benedict, Larry Curtis, Michael Diiacova, Gary Fry, Dena Gary, Darlene Kendall, Kim Kirchner, Paul Kruszynski, Rick Marr, Cris Milliken, LaTania Milner, Vicki Nelson, Michael Pulley, Denise Rothenbach, David Ryan, Peter Skrypkun, Andy Small, and Glenn Warfield

A tour of the campus was provided by Rick Marr. Chair Benedict welcomed David Turner, former ISU, EAC member. Mr. Turner gave a well received presentation on his EAC committee tenure, commended the current members, and encouraged us to keep up the good work.

Report of Executive Committee – None

Report of Election Committee – None

Report of Legislative Committee – Peter Skrypkun

Peter reiterated the importance of and encouraged members to track legislation re: SB 1313 and HB 4996.

Linda Brookhart, President of the State Universities Annuitant Association, SUAA, was introduced. Ms Brookhart spoke on current legislation, HB 4996, annuitants returning to work and SB 1313, free health care. Ms. Brookhart encouraged members to vote NO on constitutional amendment 49 requiring 3/5 of a majority vote regarding pension benefit increases. Members were encouraged to visit the SUAA website for current information and updates on important topics related to annuitants and employees.

Discussion Topics

Chair Benedict asked for discussion regarding the joint meeting of EAC members and APAC members. It was suggested EAC Executive Committee members attend. March 12, 2008 was the last date a joint meeting occurred. Job analysis expansion was discussed. SUCSS would need university support. SUCSS received a software start up bid of \$400,000 and \$20,000 annually.

A brief discussion ensued on the topics of classification collapse, compensation packages, bumping rights, the executive committee, starting times of meetings, and flexible vs. formal meetings. Further discussion on these topics was tabled until the October meeting.

Dave Ryan motioned to adjourn. Maureen Bendoraitis seconded the motion.

Motion carried. Meeting adjourned.

Respectfully submitted,

Kim Kirchner, Secretary

Julie Benedict, Chair